# 4. How do I add a provider to the provider file?

### 4.1 Reasons to add a provider record

The PC Pricer contains a provider file with records listing all Medicare certified skilled nursing facilities as of the start of the quarter in which the particular version of the software was produced. These provider listings are essential to the calculation of payments in that a provider number refers to a valid record in the provider file (for MSA/CBSA code information) and is required to calculate a claim.

The great majority of skilled nursing facilities will never need to add a provider record to the file, since their number will already be present. However, facilities who have recently received their Medicare provider number or who have recently undergone a change in ownership which caused their provider number to change may not find their number listed in the provider file. Rather than await the next quarterly release of the PC Pricer that contains their provider record, such facilities may create their own record using the instructions in 4.2 below.

Additionally, entities that are not Medicare certified skilled nursing facilities but are interested in the SNF PPS payment calculations may wish to use the PC Pricer software. Such entities may include payment policy researchers, survey staff, Medicare managed care plans and others. These entities may also use the instructions in 4.2 below to create 'dummy' provider records similar to the record for "Dummy Provider Entry, Inc." used in the examples below.

# 4.2 Adding a provider record

To begin adding a provider record, open the program and enter "V", for View a Provider, at the Welcome screen. The following screen will appear:

This screen prompts you to enter a provider number (this may be you new Medicare provider number or a dummy number if a non-provider user) and an optional effective date. If you do not enter an effective date, a default effective date will be created using the first day of the Federal fiscal year to which the PC Pricer applies (e.g. the Fiscal Year 2005 Pricer will create default dates of October 1, 2004). Press the End key on your keyboard to jump to the ENTER> field in the lower right-hand corner. Enter "A" to add a provider.

The second screen below will appear. This screen requires more detailed information.

Provider Entry Screen for SNF PC Pricers Prior to FY 2006



Provider Entry Screen for SNF PC Pricers for FY 2006 on.

```
SNFPRC06.exe - COBOL Text Window
                                                                                                                              _ B ×
                         SNPRICER 2006.0 PSF 07/2005(THRU DT 10/2005-9/2006)
PROVIDER NUMBER ==>
PROVIDER EFF-DATE
PROVIDER NAME ==>
                                   20051001 (CCYYMMDD
Dummy Provider Entry Inc.
    PROVIDER TYPE CENSUS DIVISION
                                       38
                                                                        TEMP-RELIEF
                                                                                                            Y OR BLANK ONLY
                                                                                                  ==>0 1 7,7
==>4 0,1,2,3,4
INFORMATION
                                                                        PPS FED BLEND
GEO / STAND CBSA
RECL LOCATION CBSA
NUMBER OF BEDS
(CMIA)FACILITY PAY
                                       25180/25180
25180 1 00.8695
                                                                                                             A,B,C OR BLANK
                                                                       CAPI PAY CODE ==>
HOSP SPEC RATE==>
OLD HARM RATE ==>
NEW HARM RATIO==>
CSTCHG RATIO ==>
                                                                                                               ИИ
                                       0.000
                                      0.0000
20051001<CCYYMMDD
.0000
   INTERN BED RATIO
                                                                                                      0.000
0 < Y
 FISCAL YEAR BEGIN == SSI RATIO == MEDICAID RATIO == OPER CSTCHG RATIO==
                                                                       NEW HOSPITAL
                                                                                                                   N, OR BLANK
                                                                        TME
                                                                        EXCEPTIONS
                                        0000
                                       0.000
                                     T SUPPLY DATA TO THESE HIGHLIGHTED FIELDS
TO WALK THROUGH SCREEN
TO BACK THROUGH SCREEN - USE >END KEY<BOTTO
                   >TAB KEY<
>SHT+TAB<
   NOTE: USE
                                                                                   USE >END KEY<BOTTOM OF SCREEN
    = BILL>
                    (U = UIEW ANOTHER PROU) (A = ADD THIS PROU)
                                                                                                            QUIT)
                                                                                                                        ENTER>
```

Several fields are required, some of which reflect the hospital-oriented nature of Medicare provider files. Much of this data is not applicable to skilled nursing facilities but some data not relevant to SNF PPS payments must be entered and many fields may be tabbed over and ignored.

**NOTE:** Effective 10/1/05, payment to SNFs are based off Core Based Statistical Area (CBSA) codes rather than Metropolitan Statistical Area (MSA) codes.

- 1. The first seven fields in the left hand column must be completed. First enter your provider name (or a dummy name if a non-provider user).
- 2. Enter "38" in PROVIDER TYPE. This code indicates an SNF.
- 3. Enter the CENSUS DIVISION that best describes your location in the country. The code definitions are:
- 1 New England
- 2 Middle Atlantic
- 3 South Atlantic
- 4 East North Central
- 5 East South Central
- 6 West North Central
- 7 West South Central
- 8 Mountain
- 9 Pacific

#### 4. For SNF PC Pricers:

- a. Prior to FY 2006, enter the MSA code for your facility location in the GEO MSA, STAND MSA and RECL LOCATION MSA fields
- b. FY 2006 on, enter the CBSA code for your facility location in the GEO CBSA, STAND CBSA, and RECL LOCATION CBSA fields.

#### 5. For SNF PC Pricers:

- a. Prior to FY 2006, enter an "N" in the one character field that follows the RECL LOCATION MSA field.
- b. FY 2006 only, enter a "1" (indicates special wage index value) in the one character field that follows the RECL LOCATION CBSA field. Following the one character field, you must also enter the transitional wage index value for the associated CBSA code of your facility location which can be found in the 2006 SNF Final Rule.
- 6. Tab through the remaining fields in the left hand column, leaving them blank or zeroes with the exception of the "Fiscal Year Begin" field.
- 7. Enter your fiscal year beginning date in CCYYMMDD format or the default date (i.e. 200x1001) for non-provider users.

- 8. Tab through all the fields in the right hand column, leaving them blank or zeroes.
- 9. At the ENTER> field in the lower right-hand corner, enter A to add the provider information. A message will appear saying "Successful write to provider file" or special messages will appear identifying errors in the data that must be corrected. The new provider record will be retained in the PC Pricer from this point forward and will not need to be re-entered as long as the particular version of the software is used.

NOTE: New versions of the SNF PPS PC Pricer are posted quarterly containing updated provider file information. Unless this information is important to your needs, it is not advisable for users to update their software quarterly. When you download a new version of the PC Pricer, any provider records you have added manually will need to be recreated.